

# Rules of Procedure

The official ROP used by the  
Israeli Model United Nations Association



The following pages are the official Rules of Procedure for the Holyland Model United Nations Conference (HLMUN), which apply to all Holyland Model United Nations societies that are under the auspices of HLMUN. The Secretary-Generals, or designated representatives of the Secretariat, has exclusive rights over the interpretation and implementation of the Rules of Procedure outlined herein.

An assembly of the size of a United Nations plenary session cannot work without a strict and binding set of rules. It is therefore of the utmost importance that all participants in a Model United Nations (MUN) session understand the standardized rules of procedure.

In order to avoid misunderstandings and confusion, English has been designated as the official and working language of the conference. Thus, during formal session, no other language may be used. However, all parties are advised to use the official HLMUN working language for the duration of the MUN proceedings.

Formal attire is required for all individuals attending official HLMUN Model United Nations conferences. In this case, formal attire refers to standard western business attire. Men should wear a suit and a tie; women should wear a dress or a suit. No jeans or running shoes are permitted. If an individual is unable to comply with this requirement, the relevant club management should be made aware of the issue, and resolve it accordingly.



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## Chapter I - Definitions

### General Definitions:

**Formal Session** – Any official committee session conducted under the auspices of the dais, beginning with the roll call procedure and culminating with the suspension/adjournment of the meeting.

**Formal Debate** – The standard form of debate utilized by the United Nations, wherein speakers address the entire committee in an organized, predetermined fashion. The order of speeches is to be determined by the Speakers' List. Opening Statements are classified under formal debate.

**Secretariat** - The Secretary General of the conference, along with any and all other administrative officers authorized by the Secretary General.

**Member Delegate** ("Delegate") – A participant in a committee who is given the task of representing a recognized United Nations party, including, but not limited to member states, non-governmental organizations (NGOs), and corporations. Delegates may participate in formal session only if their presence is recognized by the chairing staff of the relevant committee. Formal recognition may be obtained publicly through the roll call procedure or privately through notes addressed to the chairing staff.

**Observer State/Member/Party** – an observer does not have full voting rights as a member of the committee, but is allowed to attend the proceedings and take part in the committee's workflow. The following are the detailed rights of an Observer:

#### **An Observer may:**

- Give an Opening Statement
- Speak on the general speakers' list
- Motion for Moderated and Unmoderated Caucuses
- Vote on procedural matters
- Sponsor or sign draft resolutions and amendments

#### **An Observer may not:**

- Vote on substantive matters
- Be included in the count towards the number of minimum sponsors or signatories required to present a draft resolution or amendment

**Quorum** - The minimum number of delegates that must be present before a motion can be made for the formal commencement of a committee session. Formal session may commence if at least one third of the members of the committee in question are present. To vote on substantive matters, a simple majority (more than fifty percent) must be present.

**Agenda** – The list of topics that will be discussed by a committee. The procedure of determining the order in which the topics at hand will be discussed is known as the 'agenda setting.' The *agenda setting* process can include both formal and informal debate.

**General Speakers' List** – The official order in which countries are permitted to address the committee. The order of the speakers' list is determined via recognition by the chair. If the General Speakers' List is exhausted, debate on the topic closes by default and the committee automatically moves to the voting procedure. If no draft resolution has been introduced upon which to vote, debate proceeds to the next item on the agenda.





## Session and Voting Procedure Definitions:

**Yield** – If at least 10 seconds remain of a delegate's speaking time, that time must be yielded to the chair, to questions, or to another delegate. If a delegate fails to yield, any other delegate may take the floor by standing up and utilizing the remaining speaking time.

**Substantive Vote** – A vote pertaining to the agenda item under debate, including, but not limited to, decisions on draft resolutions, amendments, and motions that modify resolution content.

**Procedural Vote** – Any vote on a matter that pertains to a committee's workflow including all non-substantive votes. Abstentions are not allowed on any procedural matters.

**Vote by Roll Call** – The voting procedure in which members cast their votes verbally and individually, either in alphabetical order or according to a set seating plan. This type of voting procedure only applies to substantive votes.

**Moderated Caucus** – A form of informal debate that is moderated by the chairing staff. Members are given the floor for a limited time only after being recognized by the chairing staff. Only one speaker is permitted to speak at a time. Yielding is not permitted during a moderated caucus.

**Unmoderated Caucus** – A form of informal debate that allows for direct communication between the member delegates without moderation by the chairing staff. An Unmoderated Caucus is only limited by the total time which is set prior to the beginning of the caucus.

**Press Conference** – The suspension of formal debate, for the purpose of allowing members of the press corps to conduct official interviews. The format of the press conference is to be determined by the press corps staff and the chairing staff of the relevant committee.

## Resolution-Related Definitions:

**Resolution** – An official legal document adopted by a committee, stating its position on a specific topic. A resolution is the final product of a committee's debate and negotiations on a given topic.

**Draft Resolution** – An official document containing the draft of a *resolution* which has been recognized by the chairing staff. *Draft resolutions* are numbered by the chair in the order in which they are recognized.

**Amendment** – A proposed alteration or revision to the operative clauses of a draft resolution. Once an amendment has been introduced, it is referred to as a formal document.

**Sponsor** – A delegate that expresses full support for a specific *draft resolution* or *amendment*. Sponsors are required to vote in favor of their *draft resolution* or *amendment*, except in cases where the adoption of unfriendly amendments significantly alters the content of the resolution. A sponsor must demonstrate that the change is significant before being allowed to vote against the resolution. A delegate may sponsor more than one formal text provided that they are non-contradictory.

**Formal Text** – Any document that has been submitted for or has already been granted the approval of the chairing staff. This includes resolutions, draft resolutions and amendments.



**Signatory** – A delegate that supports debate on, but not necessarily the adoption of, the *draft resolution or amendment* at hand,. Becoming a signatory is non-committal and imposes no obligation on the delegate during the voting procedure.

**Presenting Quorum**- the minimum number of *sponsors* and *signatories* required for the introduction of a *draft resolution*. The *presenting quorum* for *draft resolutions* is one fifth (20%) of the members present as *sponsors* and one tenth (10%) of the members present as *signatories*. The *presenting quorum* for *amendments* is one eighth (12.5%) of the members present as *sponsors*. Each required *signatory* may be substituted by an additional *sponsor*. The *presenting quorum* may change at the discretion of the chairing staff.

**Friendly Amendment** - An *amendment* that has the consensus of the draft resolution's *sponsors*. *Friendly amendments* become a part of the *draft resolution* upon their introduction, without necessitating a debate or a vote.

**Unfriendly Amendment** – An *amendment* that does not have the consensus of the *draft resolution's* *sponsors*. An unfriendly amendment becomes a part of a *draft resolution* only after garnering a simple majority in a *substantive vote*. Before being allowed to vote against said resolution, a sponsor must explain how the addition of an unfriendly amendment changes the resolution in a way that forces the sponsor's withdrawal of support of the entire resolution.

**Preambulatory Clauses** ("preamble") – The introduction to a resolution which indicates the reasons for the establishment of the resolution's operative clauses. The preamble cannot be amended once the draft resolution has been submitted. If the resolution is voted on clause by clause, the preamble is automatically adopted, without a vote.

**Operative Clauses** – The substantive part of a resolution; it clearly outlines actions or measures recommended to either maintain or change the status quo, with regard to the agenda item under discussion.



## Chapter II - Points

**Point of Personal Privilege-** A delegate may raise a Point of Personal Privilege if a matter arises that inhibits their full participation in committee proceedings. Examples of such matters include but are not limited to the need to use the restroom, or an inability to hear the speaker. The chair has the discretionary mandate to address the issue appropriately. This is the only point that may interrupt a speaker.

**Point of Information** - A point of information allows a delegate to ask a question about a speech immediately following its delivery. This can include, but is not limited to, a request for clarification. A point of information must be motioned for immediately following the speech to which it is relevant. Any delegate other than the preceding speaker may make this motion. Should the speaking time have been yielded, the point of information is directed at the last delegate to speak. As soon as the point is raised, the chair will ask if the preceding speaker is open to points of information. A maximum of two points of information are allotted per speech, with the questions themselves being allocated fifteen seconds each, and the answers thirty seconds each. Delegates reserve the right to refuse to answer a point of information, and the time given to address a point of information cannot be yielded to another delegate. Points of information can only be raised when the committee is proceeding with debate under the general speakers' list. Points of information are not in order if the speaker has yielded time to questions.

**Point of Parliamentary Inquiry** - A delegate may raise a "point of parliamentary inquiry" to request a clarification on the Rules Of Procedure. A Point of Parliamentary Inquiry may not interrupt a speaker.

**Point of Order** - A delegate may raise a "point of order" to demand a ruling on the Rules Of Procedure. A delegate may raise a point of order when a procedural rule has not been properly observed by a delegate or by the chairing staff. The chair will then rule on the validity of the point raised. A delegate may not use a point of order to comment on non-procedural matters. The chairing staff have discretionary authority over the interpretation of the rules of procedure. This Point of Order may not interrupt a speaker.

**Right of Reply** - A delegate who believes that his or her personal or national integrity has been impugned by another delegate's comments may raise a "right of reply". A Right of Reply can only be requested while the committee is proceeding with debate under the general speakers' list. "right of reply" is to be given immediately after the speech to which it is relevant. Delegates may raise a right of reply by standing up and addressing the chairing staff. The delegate will then be given time to justify why they should be given a right of reply. The chairing staff have discretionary authority to determine whether the explanation presented constitutes grounds for a right of reply. Disagreement with the content of another delegate's speech is not grounds for a "right of reply." The chairing staff may impose a time limit for a "right of reply". No delegate may call for a "right of reply" on a "right of reply".



## Chapter III - Beginning of Formal Session

**The Roll Call** - At the start of every *formal session*, the chair will conduct a roll call, either according to seating arrangement or in alphabetical order by country name. Each delegate will declare either "present" or "present and voting".

Delegates who have stated "**present and voting**" may not abstain in any *substantive votes* of the session.

If a delegate arrives after their designated country has been called, he or she may send a note to the chairing staff to declare him or herself "present" or "present and voting". The delegate is given *observer* status until the chairing staff formally recognizes them as "present" or "present and voting".

**Moment of Silence/Minute of Silence** - During a moment of silence all individuals (this includes delegates, chairing staff, and observers) must stand in silence for sixty seconds. Any delegate may motion for a moment of silence following roll call but before opening statements, during the first session of the debate.

**Agenda Setting** - The first order of business for the Committee will be the setting of the *agenda*- the order in which the topics will be discussed. The debate upon the agenda starts with the opening statements. A delegate's opening statement for setting the agenda should contain a preference for the next topic to be discussed, as well as the reason for this preference. If necessary, the debate may proceed to *formal debate* and *informal debate* regarding the *agenda*.

After the opening statements, a 'motion to set the agenda' is in order. This motion requires seconds. At this time a delegate makes a motion, stating - "The country of [name] moves to place [topic A] next on the agenda". Setting the agenda requires a simple majority vote. Formal debate on a item may not proceed without the committee voting in favor of a specific agenda.

Once the agenda has been set, it cannot be altered and the committee moves into debate on the first topic and a new speakers' list is opened.

**Opening Statements** - Each delegate is given the time to present an opening statement following the setting of the *agenda*. Opening statements should state the delegate's position on the given topic and their suggested course of action ("call to action"). The Time allocated for opening statements is one minute per speaker, unless modified by the chairing staff prior to the commencement of the conference. Delegates may motion to change the speakers' time prior to the presentation of the first opening statement. During "opening statements" the floor is not open to motions, however points are accepted. Neither yields nor motions for a right of reply are in order at this point in the debate.



## Chapter IV - Debate

**Speakers' List** - Delegates will address the committee in the order specified by the *speakers' list*. In order to be added to the *speakers' list*, a delegate must be recognized by the chairing staff. A delegate can also send a note to the chair requesting to be added to the *speakers' list*, should the chairing staff not verbally ask for those wishing to speak. A country may not appear multiple times on the *speakers' list*, however, countries may request to be re-added at any time following their speeches. The *speakers' list* is the default activity of the committee; if there are no motions for consideration the floor, is given to the next speaker on the "*speakers' list*."

The chairing staff will only open the floor for motions after a minimum of two delegates have spoken.

Each topic will commence with a new *speakers' list*.

### Yields

Yield to...	Description
Another Delegate	Another delegate is allowed to speak until the end of the speaking time (this is not in order unless there are a minimum of ten seconds remaining on the original speaking time)
Questions	Allows members of the committee to ask the speaker questions until speaking time has elapsed <ul style="list-style-type: none"> <li>the speaker may choose not to answer any of the questions asked</li> <li>the time allotted for any question is fifteen seconds; the speaker's time remaining only "runs" while the speaker gives his or her answer</li> </ul>
The Chair	The Chair retakes control of the committee and the unused speaking time is forfeit

### Motions

**Motion to Set Speakers' Time** – A motion to set the time limit for each speech on the *general speakers' list*. The default speaker's time is forty-five seconds, unless otherwise specified by the chairing staff. This motion is always in order during *formal debate*. This motion is never in order during informal debate. If there are two or more motions on the floor to re-set the speakers' time, the motion for the longest amount of time takes precedence, because it is considered to be the most disruptive and is therefore to be voted upon first.

**Motion for Moderated Caucus** – This is a motion to temporarily suspend formal debate in favour of a less formal moderated caucus. This motion requires the specification of a topic for the caucus, its total time limit and the speakers' time.

The chairing staff reserves the right to suggest a more appropriate caucus length, speakers' time or may rule the entire proposed moderated caucus out of order, without the possibility of appeal.

Moderated caucuses are still a part of the debate, meaning that standard parliamentary rules of decorum are still applicable. The delegate who proposed the motion will be the first delegate allowed to address the committee within the framework of the moderated caucus. Yielding time is not permissible within the framework of a moderated caucus.

The only points that are 'in order' during a moderated caucus are 'Point of Personal Privilege' and 'Point of Order'. The 'Point of Order' is only with regards to a speaker being off topic though may not interrupt a speaker. The only motion that is 'in order' during a moderated caucus is a "Motion to Extend the





Moderated Caucus.”

**Motion for an Unmoderated Caucus** – This is a motion to temporarily suspend formal debate in favour of a less formal unmoderated caucus. The motion requires only the specification of total caucus time limit. The chairing staff may suggest a more appropriate caucus length and put their amended version of the caucus to vote, or may rule the motion out of order, without possibility of appeal. Should the motion pass, the committee will enter an *unmoderated caucus*, whereupon most rules of parliamentary decorum are suspended, and delegates are able to move freely around the room and conduct more direct negotiations. In the framework of an unmoderated caucus, delegates are only constrained by the set time limit of the caucus and the dress code.

**No motions may be made during a caucus except “Motion to Extend Moderated Caucus.”**

**Motion to Extend the Caucus** – A motion to extend the on-going caucus. This motion is applicable during all forms of *informal debate*. The delegate motioning for the extension must propose a time length that shall not exceed the time limit of the original caucus. The speakers' time of the caucus will remain unchanged, in the case of a moderated caucus (in order to amend the speakers' time, the delegate would have to motion for a new moderated caucus). The chairing staff may suggest a more appropriate caucus length and put their amended version of the caucus to vote, or may rule the motion out of order, without possibility of appeal. An elapsed caucus can be extended up to two times, as long as the total extended length of the caucus does not exceed forty minutes.

**Motion to Introduce a Draft Resolution** – A *draft resolution* can only be introduced after being formally approved by the chairing staff, and having been determined to have met all of the necessary requirements. A draft resolution can only be recognized if it has sponsorship from a minimum of twenty percent of the committee, or a minimum of three sponsors, should twenty percent of the committee constitute less than three delegates. Additionally, a draft resolution must also have at least one signatory. A *draft resolution* may only be introduced after it is assigned a number by the chairing staff, a *sponsor* has publicly presented its *operative clauses* and given a brief explanation of said clauses, and the committee is given time to read the full content of the document. The introduction of a draft resolution creates a situation in which a *motion to close the debate* on the specific topic is in order. It is permissible for more than one draft resolution to be on the floor at any given time. The chairing staff shall start the vote with the first draft resolution that came onto the floor.

**Motion to Introduce an Amendment** – An amendment can be introduced only after it has received approval by the chairing staff and has been determined to meet all minimum requirements. An amendment only requires one sponsor yet requires 20% of the committee to be signatories. An amendment is considered to have been introduced after it has been assigned a number by the chairing staff, the sponsor has publicly announced and explained it, and the committee has been given time to review its content. Following the chairing staff's approval of the proposed amendment, one of the sponsors shall "motion to introduce amendment x to draft resolution This motion requires a second and a simple majority in order to pass. If the motion passes, the sponsor who motioned to introduce the amendment will be given forty five seconds to present and explain the amendment. After the presentation, the delegates will be given two minutes to review the amendment.

At this point, the floor will be open to motions for panels of authors regarding the amendment only. A simple majority is needed for the panel of authors to pass.

Next, the chairing staff will ask the sponsors of the draft resolution that the amendment pertains to if they find the amendment friendly or unfriendly.



If all of the sponsors consider the amendment friendly, the draft resolution will be amended automatically. If one or more of the sponsors finds the amendment unfriendly, the amendment needs to be voted upon. The vote is conducted immediately and the amendment requires a simple majority in order to pass and become part of the resolution. Voting procedures pertaining to amendments are considered to be substantive.

No amendments may be offered, introduced, or debated once the committee has ‘closed the debate’.

**Note:** You cannot amend an amendment. If you want to change an amendment that is being discussed, you need to withdraw that amendment and reintroduce the updated version. When reintroducing the updated version you need to comply with all of the guidelines for introducing an amendment.

## Summary:

- 1- Write Amendment
- 2- Gather required amount of signatories
- 3- Receive chair approval, receive code
- 4- Motion to introduce the amendment
- 5- Sponsor introduces the amendment – 45 seconds
- 6- Room gets 2 minutes to read the amendment
- 7- Panel of Authors – If passes (Simple Majority needed)
- 8- Chairs check if the amendment is Friendly or Unfriendly
  - a. If Friendly – Passes Automatically
  - b. If Unfriendly – Vote (Simple majority to pass)

**Motion for a Panel of Authors** – Authors are representatives from a given block which supports a certain resolution. They are selected by the block from within the block. They represent the resolution in front of the committee as part of the Panel of Authors where they answer questions related to the draft resolution the block has introduced. The total time limit of the panel must be stipulated in the motion. The motion requires a simple majority to pass.

**Motion to Suspend Formal Session** – This is a motion to temporarily suspend the debate for pauses in workflow, in order to accommodate necessities such as ‘lunch’, ‘coffee break’ or the end of the debate for a given day. The delegate motioning must state the reasoning for the motion. Once the motion is accepted, the chairing staff will announce what time the committee will be reconvening for the next session.

**Motion to Resume Formal Session** – Once quorum has been established any delegate may motion to resume formal session. The resumption of formal session requires a simple majority to pass and debate on this motion is not in order.

**Motion to Withdraw** – Delegates may withdraw procedural motions that they have proposed prior to the entry of voting procedure on the proposals in question. The only requirement for a withdrawal is that the committee as a whole must not have already adopted the proposal. A withdrawn motion may be reintroduced at any point when the floor is open for motions.

**NOTE:** If a motion gets seconds, but receives no objections, it automatically passes. If a motion gets no seconds, it automatically fails. If a motion gets both seconds and objections, it is voted upon. The delegate who brought forward the initial motion may neither second or object to the motion. A delegate may either second or object but not both. It is only necessary to have one second and/or one objection.



## Chapter V - Closure of Debate

Once the committee has begun 'voting procedures' the doors of the committee room are closed and no individuals are allowed to enter or leave the room. All delegates must remain in their designated seats until voting procedures have concluded, and any delegate not present in the committee hall when voting procedures begin will not be able to return until voting has ended. Observers may remain in the room for the duration of the procedures, although they are not allowed to cast votes. Additionally, the practice of note passing is not permissible during voting procedures.

**Motion to Close the Debate** – This is a motion to close the debate on the current topic and move to voting procedures on the draft resolutions that have been introduced. Should this motion pass, neither formal nor informal debates on the documents will be entertained. The chairing staff will entertain two speakers for and two speakers against the proposed motion. After the delegates have spoken, a vote is conducted, requiring a two-thirds majority in order to pass. It should be noted that the voting procedures on the motion to close the debate are considered procedural. Should the motion pass and cause the committee to enter voting procedures on the draft resolutions on the floor, the voting procedures on the draft resolutions will be considered substantive.

**Motion to Adjourn the Debate** (on a specific topic) – This motion ends all debate on the current topic, and prevents resolutions from being adopted, if none have been adopted prior to the passing of the motion. Delegates may motion to adjourn the debate at any point during the formal debate of on an agenda item. The chairing staff will entertain two speakers in favour of the motion and two speakers against the motion before a vote is conducted. After the delegates have spoken, a vote shall be taken with a two-thirds majority required for the motion to pass.

**Motion to Reopen the Debate** (on a specific topic) - With this motion, a topic on which debate has been adjourned may be put back on the floor and debated. The motion to reopen the debate works the same way as the motion to adjourn debate: the chairing staff will entertain two speakers for the motion and two against it. A new speakers' list will then be established on the topic, should the motion pass. This motion requires a two-thirds majority in order to pass.

**Motion to Vote by Roll Call** – This is a motion to initiate a vote according to either the alphabetical order of the voting states' names, or the formal seating arrangement of the committee. This motion requires no vote to pass and is accepted at the discretion of the chairing staff. A roll call vote is similar to the roll call at the beginning of each session; the chair will read out all of the countries names (either in alphabetical order or based on the seating arrangement). When a country is called, the delegate may respond 'Yes', 'No', 'Pass' or 'Abstain' if a delegate is present. If a delegate is present and voting he may respond 'Yes', 'No' or 'Pass'. If a delegate responds with 'Pass', the chair will continue with the roll call procedure and, immediately afterward, return to the delegates who have 'Passed,' in the order in which voting was conducted. At this point, delegates may only answer 'Yes' or 'No'. A delegate may not 'Pass' a second time.

**Yes/No With Rights** – When voting by roll call, a delegate may wish to justify his or her vote by voting "with rights." In doing this, the delegate will be given thirty seconds immediately following the casting of all votes, to explain why his or her state is voting in the manner that it voted. Rights should only be requested should a delegate believe that his or her vote can be perceived to be contrary to state policy, or the sentiments that have been expressed throughout the duration of the proceedings.





**Motion to Vote Clause by Clause** – This motion leads to vote on the resolution clause by clause, and not the document in its entirety. Only the operative clauses are voted upon, with the preamble remaining unchanged. After voting on all clauses, a second vote will be conducted on the resolution as a whole with its remaining clauses. The chair will entertain one speaker for and one speaker against this motion. This motion is mostly used to strike out clauses that could not be satisfactorily amended. This motion will be voted upon by a procedural vote. It requires a simple majority to pass.

**In the case of a combination of roll call and clause by clause voting, the procedure will be as follows:**

1. The votes on the separate clauses will be taken by show of placards.
2. The item as a whole will be voted upon by roll call.

**Motion to Divide the Question** – This motion is used to split the proposed draft resolution into multiple documents; this can be used to rule out a specific group of operative clauses.

This motion cannot be used to split the preambulatory clauses; the preamble will be adopted in its entirety as a part of any passing resolution. This motion can be entertained only after the closure of debate.

When proposing a motion "to divide the question", the delegate who raised the motion must state the preferred grouping of operative clauses – meaning that the delegate has to state which clauses he or she wishes to include in the draft resolution. Operative clauses may be grouped in any number of combinations; however, each clause may not be included in more than one group.

This motion requires a second, in order to be voted upon. If there is no objection, it automatically passes. In the event of an objection to the motion, the chairing staff will entertain two speakers in favor and two speakers against, following which the motion will be voted upon. This is a substantive motion, which requires a simple majority in order to pass. If the motion passes, it effectively creates two new draft resolutions; the original draft, without the clauses specified by the division of the question is renamed "Resolution x.1", and the clauses that were excluded from the first resolution, along with the entire text of the preamble is designated "Resolution x.2". The committee will vote on Draft Resolution x.1 first, after which it will vote on Draft Resolution x.2.

Note: The preamble of the original resolution becomes the preamble for the two new resolutions. After the two new draft resolutions are edited, the Committee will proceed to a substantive voting procedure. The committee will adopt the first of the two resolutions to pass.

In case of multiple motions to divide the question, the order of voting will follow the rule of most disruptive to least disruptive. This means that the resolution where group A (the group chosen to be included, by the motioning delegate) is least similar to the original document is to be voted upon first.

**<after debate on was closed>**

**Member:** Motion to divide the question by grouping operative clauses 3,4,7.

**Chair:** This is in order. Are there any seconds?, [seeing seconds]. Are there any objections? [seeing objections]. I need two speakers in favor and two speakers against.

**<picks speakers>**

**Member A:** <speaks in favor>

**Member B:** <speaks against>

**Member C:** <speaks in favor>

**Member D:** <speaks against>

**Chair:** <casts a substantive vote> This motion passes. Operative clauses 3, 4, & 7 are divided out from draft resolution 1.0 and hereby considered as new draft resolution 1.1. The rest of the clauses will be renamed draft resolution 1.2. We will proceed voting on the new draft resolution 1.1 (that only has clauses 3, 4,



& 7.) The other draft resolution is 1.2 (all the clauses except 3, 4 & 7).

**Chair:** <casts a substantive vote on draft resolution 1.1> This motion passes (/ fails), draft resolution 1.1 was adopted as a resolution/ rejected.

**Chair:** We will proceed now the voting procedure on the draft resolution 1.2 that include only clauses 3,4,7.

**Motion to Adjourn the Meeting** – At the conclusion of the last committee session of a specific Model United Nations Conference, the committee will need to come to a conclusion. A motion to adjourn the meeting is the final motion that must be passed at any given conference. This motion requires a simple majority to pass. Decisions concerning this motion are not subject to appeal.

**Important:** All motions require seconds in order to move to voting procedures; the only motions that pass automatically are:

- 1) Motion to Withdraw (a Proposal).
- 2) Motion for a Moment of Silence/Minute of Silence.



## Chapter VI - Miscellaneous

**Permission to Approach the Chair** – A delegate can address the chairing staff privately, through a motion to address or approach the chair. A delegate can also address the chairing staff privately by writing a note, or approaching the dais during an unmoderated caucus. The chairing staff reserves the right to deny any motion or action of this type, without the possibility of appeal.

**Motion to Appeal** – A delegate may not appeal any decision made by the chairing staff if the appeal contradicts the Rules Of Procedure. A delegate who wishes to file an appeal must state their intention to do so immediately after the chairing staff has announced the disputed decision. Such an appeal must be made orally. In the appeal, the delegate must state his or her reasons for disputing the chairing staff's decision, and afterwards the chairs may speak briefly in defense of their decision. The appeal will then be put to a vote, wherein two-thirds of committee members voting against the chairing staff's decision will be enough to refer the issue to the Secretariat where they will have supreme authority over decisions made. This process is applicable in situations including but not limited to plagiarism and questions on relevance of topic to the committee mandate.

**Plagiarism** – Plagiarism is defined as “the practice of utilizing someone else's work and passing them off as one's own without giving due credit.” In the context of Model United Nations, this extends to both trying to pass off another delegate's work as though it was one's own work, and taking preexisting work from a third party source, such as the internet (for example, taking an operative clause off of a pre-existing resolution on the internet and passing it off as one's original idea). This definition extends to but is not limited by study guides, draft resolutions, amendments and position papers.

Proof must be presented before the accusation is publicized and should include documentation, preferably time-stamped. With regard to delegate plagiarism, plagiarism can only be declared once the document in question (i.e. a draft resolution) has been officially submitted.

Plagiarism will not be tolerated at any point, and will incur severe consequences. In the case of the plagiarism of a draft resolution, all plagiarized clauses are automatically stricken from the draft resolution, and the draft resolution in question will then move to the bottom of the voting order.

Further punishments are to be left to the discretion of the Secretariat. These include but are not limited to the draft resolution being declared void, the delegate being scored negatively with relation to awards, the delegate in question being barred from receiving awards, as well as the immediate expulsion from conference proceedings. The severity of the punishment will depend on the specific offense, and will be left to the discretion of the Secretariat.

Chairs determined to be guilty of plagiarism, with regard to the creation of study guides, will be immediately removed from the conference and will be held responsible for any and all damages, financial or otherwise, resulting from this decision. The conference itself will not be responsible for any damages that ensue as a result of chair misconduct.

**Preassembled Resolutions** – You have been brought together from different countries but with a common goal – to work together to deliver the best solution to the problem at hand. That cooperation is not possible when delegates do most of the work from home and come to sessions prepared with a comprehensive resolution. This is why we ban any and all prewritten resolution clauses, both preambulatory and operative. Delegates are to work on resolutions during formal sessions only.

**Directives** – These are an alternative to a standard resolution and are only in use when your chairing staff indicates that they are an available option. They are usually reserved for dynamic, time constrained scenarios. Directives use



only operative clauses. They should be short, clear, and specific. There are three types of directives:

1. **Action Plans** - Action Plans, are just that - Plans of Action. They are used to order or direct, individuals, agencies, nations or troops, on actions that fall within the power and authority of the committee. Action Plans can be used to declare the joint strategy that the committee has decided upon. Action Plans require a minimum of five sponsors to be introduced and a two-thirds majority to pass.
2. **Communiqués** – A formal message from the committee, used to communicate with foreign governments, agencies, or individuals, which are not present in the committee. Communiqués are limited in their context but are easier to pass. Their content usually centers around warnings, or asking for information and expert witnesses. They cannot discuss armed actions or movement of troops. Communiqués require a minimum of three sponsors to be introduced and a simple majority to pass.
3. **Press Releases** – A statement from the committee or a delegate, used in cases where the parties wish to communicate decisions or information to the public.

Press releases require a minimum of one sponsor to be introduced and but a two-thirds majority to pass.

#### **Process of Passing a Directive:**

1. The directive must meet the minimum sponsor requirement as stipulated above.
2. The directive must pass through chair approval and receive a code.
3. The directive is introduced - no vote is necessary. 30 seconds are allotted for introduction. From this point forward, the 'motion to vote on directive' is in order.
4. A delegate motions to 'Motion to Vote on Directive' - requires a simple majority to move into voting procedure.
5. 1 Speaker for and 1 Speaker against are entertained. If there are no speakers against, the motion passes automatically.
6. Voting is conducted, requirements to pass are stipulated above.
7. After the vote, the committee returns to where it was before the 'Motion to Vote on Directive' was introduced.



## Chapter VIII - Order of Motions

In accordance with standard United Nations practice, as well as recognized Model United Nations Rules of Procedure, the Order of the Consideration of Motions is determined according to descending level of disruptiveness to the committee's workflow. Under the aforementioned specifications, motions made during debate will be considered in the following order:

1. P5 Caucus (If relevant to your committee)
2. Points
3. Motion to Withdraw
4. Motion to Appeal
5. Motion to Set the Agenda
6. Motion to Reopen the Debate
7. Motion to Adjourn the Debate
8. Motion to Close the Debate
9. Motion to Suspend the Meeting
10. Motion to Introduce Draft Resolution
11. Motion to Introduce Amendment
12. Motion for an Unmoderated Caucus
13. Motion for a Moderated Caucus
14. Motion to Extend the Caucus
15. Motion to Set the Speaker's Time
16. Motion to Adjourn the Meeting

During Voting Procedure, Motions will be considered in the following order:

1. Motion to Divide the Question
2. Motion to Vote Clause by Clause
3. Motion to Vote by Roll Call

Note: When multiple motions for caucuses arise, the voting order will be determined by the following:

1. An Unmoderated Caucus takes precedence over a Moderated Caucus.
2. If there are multiple caucuses - the caucus with the longer total time takes precedence.
3. If there are multiple caucuses with the same total time – the caucus with the longer speakers' time takes precedence.
4. If there are multiple caucuses with the same total time and speaker's time then the voting order is determined by the order in which the original motions were submitted.



## Chapter VIII – Resolution Writing

Ultimately, the goal of Model United Nations committees is to find solutions to the problems presented to it. These solutions are presented in the form of resolutions. Even though in most cases resolutions do not solve the entire problem in a fool proof manner, resolutions can be a good stepping-stone to a final solution.

The effectiveness of a resolution depends on the authority of the committee, the intent of the sponsors and its acceptance among Member States. The only body that has the mandate to adopt legally binding resolutions is the Security Council. Delegates should be aware of the mandate and purpose of their committee within the UN-System.

### 1. Definitions

During the conference a delegate will on numerous occasions hear terms like 'draft paper', 'draft resolution' or 'resolution'. At HLMUN conferences all documents approved by the Chairs are considered draft resolutions and should be written and formatted accordingly.

A 'draft paper' is any form of the resolution before it is handed in to the chair and accepted. At this time the paper has no requirements as far as writing or format and is mainly to be used between the delegates with the aim of eventually turning it into a draft resolution.

During this time the delegates should formulate phrases, negotiate with delegates to find compromises and look for sponsors and signatories. During this phase the whole paper, perambulator and operative clauses, may be changed without any formal procedure.

Once the resolution has been formatted correctly, it may be submitted to the chair. The chair will then review the document, correct it if necessary and decide whether or not to accept it as a draft resolution. If the chair has some remarks, corrections or clarifications, he will inform the sponsors and ask them to correct the paper accordingly. Once the chair has decided to accept the draft resolution, he will allocate a code for it and the sponsors will be allowed to introduce the draft resolution to the committee at large.

As of this point the draft is now on the floor and belonging to the whole committee and its operative clauses may be altered only by amendments or by the draft resolution being withdrawn by its submitters.

The paper stays as a draft resolution until it has been voted upon. If it is adopted it then becomes a 'resolution'.

### 2. Formalities

All resolutions start with the heading on top of the first page. A Delegate should start by naming his committee, the topic, the paper is referring to, as well as the sponsors and signatories. The chair will later add the code of the draft resolution.

A resolution at the UN consists of one, in most cases rather long, sentence. The starting phrase of each clause should be italicized. (For example: '*Recalling all relevant resolutions*'; '*Noting with deep concern the on-going acts of violence in the region*')

### 3. Preambulatory Clauses

The preambulatory clauses explain why you are taking the action you specify in the operative Clauses. They supply historical background, refer to past action on the topic or important declarations, conventions or the UN Charter specifically. They may justify a specific action and include altruistic appeals to the common sense or humanitarian instincts of members.

Preambulatory clauses always begin with in a present participle tense and always end with a comma.





Non-exhaustive list of preambulatory phrases :

Affirming	Deeply disturbed	Guided by
Alarmed by	Deeply regretting	Having adopted
Aware of	Emphasizing	Having considered
Believing	Expecting	Having considered further
Bearing in mind	Having devoted attention	Observing
Confident	Having examined	Realizing
Contemplating	Having studied	Recognizing
Convinced	Fulfilling	Having heard
Declaring	Fully aware	Having received
Deeply concerned	Fully alarmed	Keeping in mind
Deeply conscious	Further believing	Noting with regret
Deeply convinced	Further deploring	Noting with satisfaction
Taking note	Further recalling	Noting with deep concern
Noting further	Welcoming	Desiring
Seeking	Referring	Recalling

## 4. Operative Clauses

The action taken by the committee via its resolution is written down in the operative clauses. They may recommend, urge, condemn, encourage, request certain action or state an opinion regarding a specific situation. The Security Council, and only the SC, may also decide on any action concerning Chapter VI and VII of the UN Charter, including sanctions, installation of UN-peacekeeping or –peacemaking operations.

Operative clauses always begin with an active, simple present verb and end with a semicolon. The last operative clause marks the end of the resolution and always ends with a period.

All operative clauses are sequentially numbered to make it easier for everybody to refer to a specific clause.

Non-exhaustive list of operative phrases :

Accepts	Draws attention	Recommends
Affirms	Further proclaims	Proclaims
Approves	Deplores	Further resolves
Asks	Emphasizes	Have resolved
Authorizes	Encourages	Solemnly affirms
Calls	Endorses	Supports
Calls upon	Notes	Reaffirms
Condemns	Expresses its hope	Regrets
Confirms	Further invites	Reminds
Considers	Further requests	Resolves
Decides*	Requests	Takes note of
Designate	Further recommends	Urges
Declares accordingly	Further reminds	

\* ‘Decides’ should be used carefully if one’s committee is not allowed to take binding decisions. However a clause like ‘Decides to remain seized of the matter.’ is always be in order.

## 5. Amendments

An amendment is usually aimed at clarifying or changing parts of a draft resolution. As stated before, once on the floor a draft resolution may only be changed by a formal amendment.

A delegate should also keep in mind that changes to Preambular clauses are possible only in a draft paper which has not yet become a draft resolution.

Once the document is officially a draft resolution, no changes in the Preambulatory clauses are possible.

Amendments may add or strike words, phrases or whole operative clauses of a draft resolution. A delegate may not attempt to strike out all of the operative clauses of a draft resolution.

Amendments require only one sponsor though require 20% of the committee to be signatories unless stipulated otherwise by the chairing staff.

There are two types of amendments, friendly and unfriendly, please refer to



their definitions in previous sections.

If a draft resolution has been successfully amended by unfriendly amendment and that unfriendly amendment has changed the content of the resolution significantly, the original sponsors of that draft resolution are no longer obliged to vote in favour of the draft resolution. The original sponsors must show how this unfriendly amendment significantly changed the content of the resolution and elaborate as to why this prevents them from supporting the resolution as a whole before being allowed to vote against the resolution





## Chapter IX – Security Council Rules of Procedure

These rules, in addition to the basic HLMUN ROP, make up the Rules of Procedure specifically for the Security Council committee.

### Definitions:

**P5 State** – the abbreviation “P5” refers to the “Permanent 5” members of the United Nations Security Council. These members are the United States of America, the United Kingdom of Great Britain and Northern Ireland, the French Republic, the Russian Federation, and the People’s Republic of China. These states maintain expanded powers that non-P5 states do not have; these powers include the right to call for a ‘P5 Caucus’, the right to declare any procedural vote substantive, the right to declare any procedural vote that has been declared substantive procedural and the right to veto during substantive votes.

**Veto** – This is a power reserved for the P5 states, which is invoked automatically whenever a P5 nation votes against an item during a substantive vote. The effect of the veto is that the item being voted upon is immediately thrown out and cannot be discussed in the future by the committee.

**Non-P5 State** – A Non-P5 State is any state with full voting rights in the United Nations Security Council that is not one of the P5 states. These states maintain all of the rights and privileges outlined in the HLMUN Rules of Procedure. **Observer State in the Committee** – An observer state is a state that has been allowed to take part in the debate surrounding Security Council proceedings but is not a member of the UNSC at the given point in time. This means that the observer state does not have substantive voting rights within the committee. The Observer state maintains all of the rights, privileges and limitations outlined for Observer states in the HLMUN Rules of Procedure.

**P5 Caucus** – A temporary break from the formal debate, in order to allow the P5 States to confer in private. Additional members of the committee may join the P5 states if they have been invited by one of the P5 states and there are no objections from any of the participating P5 states.

### Motions:

**Motion for a P5 Caucus** – This is a motion to temporarily break formal debate in favor of a P5 Caucus. This motion can only be raised by a P5 state. When motioning, the delegate must specify the duration of the proposed caucus and the status of the states remaining in the committee room (moderated caucus, unmoderated caucus, break). For this motion to pass, all present P5 states must second it. This motion may be raised whenever the floor is open for motions. This motion supersedes all other motions.

**Motion to Declare Substantive** – This is a motion reserved specifically for P5 states. If passed, it turns a ‘procedural vote’ into a ‘substantive vote’. The main difference between the two is that abstentions are allowed in a substantive vote while they are not allowed in a procedural vote, and that the veto will come into effect should a P5 state vote against the motion. This motion does not require a ‘second’ from another P5 state.

**Motion to Declare Procedural** – This motion only applies to votes that have started out as procedural and been changed to substantive by a P5 state. The process is identical to that of ‘Motion to Declare Substantive’.

**Note:** If a motion starts out as procedural, it may be changed to substantive, then changed back to procedural, then may once more be changed to substantive at which point the vote is set as substantive and is not subject to change anymore. The idea behind this is that it publicly shows the first P5 power that originally motioned to change the vote to substantive that he is facing disagreement. It gives him the chance to rethink his approach while still giving him the ability to proceed with it.



## Resolution Writing:

**Condemning** – Only the Security Council and the Human Rights Council reserve the right to ‘condemn’. Other United Nations organs are not allowed to make use of this term in their resolutions.

## Voting Procedures:

**Two-Thirds Majority** – A two-thirds majority is required in order to pass a draft resolution whose operative clauses utilize the following:

- Chapter Seven of the United States Charter
- Any call for use of force in a specific situation, including but not limited to the sending of peacekeeping forces

**Simple Majority** – Every draft resolution that is not limited by the need for a two-thirds majority only requires a simple majority to pass.

